

## **City of Buckley Parks & Recreation**

### **PARK ENHANCEMENTS PROGRAM POLICY**

#### **1. Purpose**

The City of Buckley is fortunate to receive many donations and requests from persons to help and partner with projects that would enhance the City's parks, programs and/or facilities. This policy establishes guidelines and an equitable review process for all donations, known as enhancements, proposed to improve or enhance the City of Buckley's Parks, and Recreation Department, its programs, facilities, and/or parks. Additionally, this policy will take into consideration employee capacity and the impact of potential projects on City resources and impact on the environment.

#### **2. Policy Statement**

Approved enhancements will become the property of the City of Buckley and are subject to the laws, policies, and procedures that govern the City, its parks and departments.

Enhancements will be approved and accepted only if they will further the goals and objectives of the City as identified in the City of Buckley's Comprehensive Plan and/or Parks Recreation and Open Space Plan.

Enhancement requests that will increase labor, materials and/or maintenance costs will only be approved if the proposing party addresses the challenges associated with labor, materials and/or maintenance through a maintenance agreement, sponsorship agreement, or Memorandum of Understanding outlining the terms for support of the project.

#### **3. Definitions**

- a. **Enhancements:** Donations that complement, are compatible with existing parks, programs and facilities, and will further the goals and objectives of the City as identified in the adopted plans. Enhancements may include monetary gifts, land or property, amenities, equipment, benches, flag poles, signage, plants, and/or other special projects.
- b. **Enhancements Committee:** A staff committee led by the Parks and Recreation Director (or designee), which includes the Public Works Parks Director (or designee), and at least one additional City staff. The committee will review enhancement applications for feasibility and relevance to the goals of the City of Buckley, impact on the environment, and other guidelines in 4d. If a partner organization is involved (for example White River School District, etc.) a representative from that organization may be added to the committee for review.

- c. **Commemorative Bench:** A bench which serves to honor an historical event or the memory of a person or thing.
- d. **Person:** an individual, corporation, limited liability company, or any other legal or commercial entity.
- e. **Recognition:** the addition of a plaque or sign to an Enhancement which is not considered an advertisement (does not require a Sponsorship Agreement).
- f. **Restricted Fund:** a special revenue fund that is set up and assigned a project code through the City's financial system which allows the fund to be used for a specific purpose, and to accept donations for that purpose from multiple donors (for example, a Memorial Fund). Restricted funds can be carried over to future years of the City's budget.

#### 4. Enhancement Requests Review Process

- a. Application: The requesting party must submit a City of Buckley Enhancement Request Form (**Attachment 1**) to have the project considered for approval. If the proposing party is a group with multiple members, one member will be selected as the official contact. Communications with the City must go through the designated contact.
- b. Review: Requests will be reviewed first for the enhancements committee for review and then presented to the Citizen's Advisory Commission for approval at which time applicants may be invited to present to the commission on the enhancement if appropriate. (for proposed land donations, please see Section 5)
  - i. Review will include costs associated with installing and ongoing maintenance of the enhancement for expected life of the enhancement and its impact on maintenance operations.
- c. After final approval by the Citizen's Advisory Commission the Enhancements Committee will provide the applicant with an intended project timeline.
- d. Guidelines: To be accepted, an Enhancement
  - i. Must be given with no contingencies or obligations.
  - ii. Must comply with the City of Buckley Naming Policy, if applicable.
  - iii. Requestors may indicate a preferred location for the proposed Enhancement; however, the final location is subject to approval by the Enhancements Committee. All enhancement locations must comply with relevant rules and regulations of any impacted entities at all levels of

authority.

e. Recognitions:

- i. The Enhancement Committee will include the recognition wording for a proposed Enhancement being recommended to the Citizens Advisory Commission when applicable.
- ii. All costs for approved recognitions will be incurred by the requestor including any necessary replacement costs.
- iii. All recognitions will be removed if/when the enhancement or donation is no longer serviceable or not maintained as agreed upon.

## 5. Benches

- a. The City will accept bench donations that are either commemorative or not commemorative. For commemorative benches, the persons or events must be/have been connected to the local community.
- b. Benches and associated costs will be paid for by the requestor, if approved.
- c. Design of benches will be consistent with other benches in the proposed location and be ordered by the City of Buckley.
- d. Invoice process: Upon completion of all listed criteria, an invoice will be generated for the requestor including the bench price, delivery costs, sales tax, concrete (if applicable), installation fees (by City staff, if applicable) and recognition (if applicable).
  - i. Ordering and installation will begin upon receipt of the full amount listed on the invoice.
  - ii. Once installation is complete, the bench will be maintained by the City of Buckley for 10 years. Beyond 10 years, the bench will be maintained until unserviceable.
  - iii. A replacement opportunity at the end of 10 years, or unserviceable will be first offered to the existing donor on record. The City will attempt to mail the plaque to the original donor.
    - City Staff will make up to 3 attempts to contact donors for contact and address information. If no contact is made the plaque will be stored for 1 year and then destroyed.

## 6. Trees and Plants

- a. The City will accept tree and plant donations that are in line with the landscaping plans for parks and/or Parks, Recreation and Open Space plan adopted by the City.
- b. Species selection must be approved by the City and will be reviewed for ability to thrive, maintenance costs, impacts to the selected location, and longevity of the donation.

- c. All costs associated with the planting, administrative work, and planned maintenance, such as scheduled deep fertilization. Will be invoiced to the requestor.
- d. The City is not responsible for replacement of any donations in this category after one year of planting unless otherwise outlined in an agreement. This includes acts of weather, disease, or vandalism.
- e. No commemorative plaques will be permitted on or around plantings due to the impact on maintenance operations.

## **7. Permant Structures & Small Features**

- a. The City will accept donations of permanent structures and small features when they follow the plans for parks and/or the Parks, Recreation and Open Space plan adopted by the City.
- b. Associated costs for the enhancements will be paid by the requestor, if approved.
- c. Individual contracts can be developed based on the scope and size of the planned donation and should include building and ongoing maintenance costs.
  - i. Minimum maintenance for all structures and features is ten (10) years. Beyond 10 years, or the contractually agreed time, the enhancement may become unserviceable and removed.
- d. A replacement opportunity will be made to donors after 10 years, or when the feature becomes unserviceable, it will be first offered to the existing donor on record.
- e. Commemorative plaques can be placed on enhancements if they do not impact long term maintenance operations.
- f. The City will attempt to mail the plaque is to the original donor.
  - City Staff will make up to 3 attempts to contact donors for contact and address information. If no contact is made the plaque will be stored for 1 year and then destroyed.

## **8. Monetary Gifts and Donations**

- a. Monetary gifts or donations may be given by any person and are not subject to the Enhancement Request Review. Monetary gifts are not associated with a specific project, facility or program unless specified by the donor. Non-specific donations will be designated at the discretion of the Parks and Recreation Director (or designee).

- b. Monetary gifts that are given with specifications will be reviewed and approved by the Parks and Recreation Director (or designee). The decisions will be reported to Citizens Advisory Commission at the next available meeting. Fund balances should be designated as restricted (see 3f).

## **9. Public Art**

Buckley City Council retains final authority on the selection and placement of all art to be located in City-owned properties within Buckley per Council Policy: Public Art Policy. Public art proposed in a City park or facility may go before Citizens Advisory Commission for a recommendation to City Council.

DATE OF ADOPTION: June 17, 2024

### **Related Department Policies:**

Public Art Policy  
Naming Rights Policy